



WASHINGTON MILITARY DEPARTMENT SECURITY GUARD 3 – ARMED Job Description

ESSENTIAL FUNCTIONS

Mental Demands:

- Ability to physically, mentally, and legally possess a weapon as part of their assigned job duties. This includes the ability to exercise sound/prudent judgment in potential use of force situations.
- Ability to effectively direct, coordinate, schedule and evaluate the work of a Camp Murray security unit supporting a 24/7 work schedule to ensure the security of Department property and personnel. This includes effectively interacting with other security supervisors and units.
- Use of senses and reasoning to gather information and make independent determinations regarding ongoing security issues. This also involves the ability to think and respond appropriately when quick/decisive action is required in emergency/stressful situations.
- Ability to read, understand, communicate and abide by applicable department policies/procedures, State/Federal laws, ordinance, rules and regulations associated with assigned security duties.
- Ability to gather information, develop accurate written incident/ investigative reports and follow up on security incidents occurring at Camp Murray. This includes the ability to interview, obtain and accurately document statements from victims, witnesses, suspects, and/or confidential informers.
- Obtain and maintain a basic first aid and CPR certification to ensure trained staff is available to respond to basic first aid until appropriate medical response arrives.

Physical Demands:

- Ability to screen incoming traffic to assess required authorization to access the installation. This includes reading license plates/decals, verifying picture identification, and observing occupants to detect actual or suspicious/dangerous actions, items or other violations that would ban entrance.
- Adequate hearing capabilities to decipher radio traffic, hear vehicle approaching, understand occupants' responses, detect warning sounds/alarms, ascertain sound direction, and recognize related danger.
- Ability to execute a full range of physical motions to successfully complete defensive tactics and rescue operations.
- Ability to walk or stand for long periods of time while working at the guard shack, directing traffic and/or doing searches of vehicles, buildings and large outdoor areas.
- Ability to work outside in all types of weather to provide required gate access control/staffing.
- Manual Dexterity - Writing, light keyboarding and use of a personal computer/software related to word processing and issuing I.D. cards.

- Ability to talk to communicate with the public, other employees, and converse by radio and telephone as necessary to ensure quick response to security related situations

Under the direct supervision of the Security Manager (WMS Band 1), supervises the operations of a Camp Murray physical security unit providing coordinated 24/7 installation coverage. Coordinates, directs and controls services to ensure that safety and security of Department property and personnel. Supports Army National Guard, Air National Guard, and Emergency Management divisions with additional security requirements associated with emergency/disaster responses and related drills, exercises and training. Assists with security patrols, gate access and other required security duties.

Responsible for supervising the 24 hour a day 7 day a week operation of one of four Camp Murray Security Unit. This requires the coordinated scheduling of staff and resources to ensure staffing is consistent across both units and shifts. As a first-line supervisor, is responsible for making selection/hiring recommendations, evaluating employee performance, processing leave requests, providing on-the-job training, scheduling staff required/mandatory training, administering corrective action when appropriate and overtime control. Provides counseling to staff and resolves discrepancies and problems. Responsible for coordinating with a central roster manager to ensure adequate staffing through scheduling, monitoring, making unanticipated adjustments, and posting staffing rosters in a timely matter. Maintains logs and other documentation as required.

Provides an armed security presence to protect the state and military personnel, property and operations associated with the Department's mission and goals. Oversees other armed staff members. Must meet initial weapons qualification standards and maintain ongoing weapons training and re-qualification requirements. Responsible for maintaining the legal, physical and mental ability to possess a firearm while on duty. Provides ongoing assessment of subordinate staffs' ability meet/maintain the firearm requirements. Documents and reports actual and/or perceived concern to the security manager in a confidential manner. Responsible for exercising prudent judgment in potential volatile situations and ensuring that discharge of the firearm follow Department policy and State/Federal law. While on duty, responsible for initialing review protocols/procedure immediately following the discharge of a weapon by any staff member during the assigned shift.

As a working supervisor, performs security duties in conjunction with lower level security staff. This includes gate duties/traffic control, patrolling building and grounds, providing visitor escorts as appropriate, responding to staff security concerns, issuing ID and decals, providing back-up as needed and other routine duties related to the security and safety of Department property and personnel. Coordinates equipage of security guards with uniforms and tools to ensure they are prepared for their tasks and present a professional image.

Security Guard 3 – Armed

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Coordinates traffic flow and parking of large numbers of military and private vehicles for special events in campus facilities. Assists in accident, property damage and theft investigations. Secures investigation areas until authorities arrive; assist law enforcement as necessary. Prepares written reports as required for the Department and law enforcement agencies.

Maintains first aid and cardiopulmonary resuscitation (CPR) qualification. Trains or schedules training of security and other federal and state employees in first aid and CPR.

Monitors condition and schedules maintenance of assigned vehicles to insure reliability, care and cleanliness and performs other duties as required.

Other duties as assigned.